

Good News Story Template and Consent Form

Part 1 – PROVIDER INFORMATION

Name of Provider or sub-contractor:	
Provision Title: <i>(e.g. Work Programme/European Social Fund (ESF)/Wage Incentive etc.)</i>	
Contract Package Area:	
Payment Group:	
Name of Contact/Adviser: <i>(Please include phone/email details)</i>	
Date form completed:	

Part 2 – PARTICIPANT DETAILS

Name:	
Age and Sex: <i>(Optional)</i>	
Outcome: <i>(This might be a job OR any positive progress made by the participant)</i>	
Help through ESF? : <i>(i.e. - Is your provision funded or part-funded by ESF? If so, does the participant fall within the group assisted by this funding?)</i>	
Start Date:	

Promoting Work Programme and Department for Work and Pensions (DWP) Services

We would like to use your recent experience as an example to tell others about how the Provider, our partners and DWP can help them. We call this a good news story and it is used to show how our services are helping people to improve their skills and move towards or into employment.

How will my story be used?

- We may use your case study in local, regional, and sometimes national, newspapers (also known as the press). We would like to use your photograph to accompany your case study wherever possible. Occasionally, we might want to interview you to gather more information.
- We may also use your case study in various magazines, leaflets, newsletters or on websites.
- We may refer to your case study on a radio station or on TV.
- DWP Ministers sometimes use case studies when speaking in Parliament or making speeches.

Part 3 - PARTICIPANT CONSENT		
I give my consent to the Provider, the DWP, national, local, ESF partner organisations to use my case study for up to 12 months, in the following ways;	To use my name (tick ✓ or x)	To use my photo (tick ✓ or x)
• In newspaper articles (some articles may also appear on the newspaper's website)		
• In leaflets, feature articles (magazines) or digital media, (e.g. websites), radio, local newsletters, exhibition stands etc.		
• In Government Ministers' speeches or in written reports or written reports e.g. DWP annual Reports		
I would like to see any press release written about my good news story before it is sent to the media (tick ✓ whichever applies)	Yes	No
Participant signature:	Date:	

Anonymity

In exceptional circumstances we may be able to use your good news story without using your real name, for instance, if there are sensitivities around the information you have provided. However, this would greatly limit the use of your story in the general media and we may not be able to use it at all.

Part 4 - EMPLOYER DETAILS <i>(Where relevant)</i>			
Name:			
Address:			
Type of Business:			
Employer consent to publicity	Yes	No	Date:
Name and Signature			

Part 5 – TIPS FOR COMPLETING THE GOOD NEWS STORY
<p>Please describe your participant's journey using the following criteria:</p> <ul style="list-style-type: none"> • Brief participant background – route to the provider/why did they join? • What help did the participant need from the provider? Any barriers/obstacles? • Were there any barriers to learning to overcome • Progress made, what impact has this had on the participant's life? • Please include quotes from customer/adviser or employer? • Does the participant have any future plans/ambitions?

Part 6 - PARTICIPANTS GOOD NEWS STORY